

Retirement Report

Bi-Annual Update for Nebraska School Employer Contacts

Fall 2012

Suspended, Accepted, and Posted

Recently we have been receiving calls asking why a report is “suspended,” “accepted” or has not yet posted.

The NPRIS system will **suspend** or flag records that are not entered within the requirements determined for wage and contribution reporting. Many flags can be handled without contacting you; however, adjustments to dates, hours, and contributions must be with reporting agent approval. Kassie will be the individual contacting you for clarification. There have been times the NPRIS system has “suspended” a report without an indication of incorrect records; this is a system error. *If you receive a suspended report with no apparent errors, please contact Kassie for assistance.*

Once Kassie has successfully completed working to resolve all suspended and flagged records, the proper amount of Employee and Employer Contributions can be determined and the report can then be “Accepted.”

NPERS has 30 days to complete work on monthly reports. Reports are not worked in the same order each month; therefore, your report **will not post on the same date every month**. If there is an excessive amount of suspended and/or flagged records, it may take a longer than 30 days. As always, your prompt response to NPERS’ inquiries is appreciated.

2012–2017 CONTRIBUTION RATES

9/1/2012 through 8/31/2017

Member – 9.78 %

Employer Match – 101 % (9.8778)

State Contribution – 1 % of salary

Welcome Aboard Kassie; New Reporting Agents!

...And Welcome Back To Our Seasoned Reporting Agents!

As most of you know, we have had a major change in the accounting department at NPERS. Jason has moved on to pursue other endeavors. Linda Turner-Minchow (formerly Linda Davis) has moved into Jason’s position as Accountant I. Kassandra (Kassie) Braaten has been hired as Accounting Clerk I. Kassie will work closely with you on your monthly reporting. Please direct your questions and concerns pertaining to your report to Kassie at 402-471-6098 or e-mail her at kassie.braaten@nebraska.gov.

While processing the summer monthly reports we noticed several new reporting agents. Welcome Aboard.

On our website at npers.ne.gov you will find the School Manual for Employer Contacts. Chapter 3 is geared towards step by step reporting. Please refer to your manual when questions arise; however, if you need further explanation Kassie will be available to assist you.

A Message From Internal Auditor, Christi Ford

An issue that is a growing concern is eligible employees not participating in the retirement plan. It is essential that the employer be able to provide how many hours an employee worked during each reporting period of the fiscal year, supporting why an employee **is not** enrolled.

■ DOCUMENTATION

If the employee is a substitute, then a substitute log illustrating when and who they worked for is requested. For substitute positions other than teaching (bus, kitchen, office, etc.) it is common for a school employer to not keep track of whom they worked for. This will cause problems if the employee meets the hours requirement for retirement plan participation. It is necessary to have documentation supporting **all** substitute positions.

■ SUBSTITUTE EMPLOYEES

There is a difference between a substitute and a part-time employee. A substitute is an employee who is called on an **intermittent** basis to work **for an employee who was originally scheduled to work**.

■ RETIRED EMPLOYEES

Retired employees can only provide substitute services on an intermittent basis within 180 days of retirement. We are seeing an increase of employees who are working on an intermittent basis within 180 days after retirement; however, it must be **substitute** services.

Social Security Numbers

There has been an increase in the number of incorrect social security numbers reported on the monthly wage and contribution reports. The errors include reporting phone numbers, number transpositions, and employees inadvertently providing another family member's number. It is critical that the correct number is reported to avoid duplicate accounts or the wrong account being credited with incorrect contributions.

When this occurs, NPERS will request that a copy of the correct social security card be faxed to 402-471-9493 to Kassie's attention. Please be sure to check the SSN twice when entering it on all new hire paperwork also making sure that all numbers are legible.

School Contact Information

It is the beginning of another school year. Reporting agents; it may be necessary to update your school's contact information. We must have the most current contact information including a possible back-up who is authorized to answer payroll questions. Please submit the most recent address (P.O. Box numbers if applicable), telephone numbers including any necessary extensions, and fax numbers.

The contact form can be printed from our website at npers.ne.gov under Employer Reports - Forms for School Employer Contacts - School Plan Forms - Employer Contact form NPERS6300. The completed form can be faxed to 402-471-9493 attention Linda Turner-Minchow.

When accessing the NPERS website, please be sure to use Internet Explorer. Other web browsers do not always work well with our site.

Late Fees and Late Interest

Recent staffing changes may have caused the posting of some employment reports to be delayed. A review of late penalties and interest charges is in process.

We are once again fully staffed and running smoothly. Our preference is to receive timely, accurate reports and avoid charging late fees and interest. According to statute we are to assess late processing fees and interest for reports not received in accordance with the date due. Reports must be accurate, ready to post, and payments received or ACH in process to be considered received. If you are having trouble completing the reporting process on time, please contact our office for assistance PRIOR to the date due.

Due Date the 10th

Your monthly report **AND** payment are due no later than the 10th of the following month. Should the 10th fall on a week-end or holiday, the report is due the next business day. If you are experiencing problems and may be unable to meet the due date, please contact Kassie at 402-471-6098 prior to the due date to discuss your situation.

MANDATORY PARTICIPATION IN THE RETIREMENT PLAN

- ✓ 18 years of age or older
- ✓ Full-time contract
- ✓ Permanent position(s) working 15 hrs/wk or more
- ✓ Avg. hours increase to 15 hrs/wk or more for any 3 calendar months in a plan year (July 1 – June 30)
- ✓ Temporary averages 15 or more per week in position lasting more than one year.
- ✓ Contribute until a separation from plan participation or retirement.



LEGISLATION – LB 916

Effective 7/1/12


- ✓ Minimum age for retirement plan – 18 years effective 9/1/2012.
- ✓ Per Diem payments for expenses – not included as compensation.
- ✓ Notification to NPERS of employee termination is the responsibility of the employer by submitting a non contributing form.
- ✓ Beneficiaries can rollover an inherited member account into a qualified retirement account.
- ✓ Spouse to receive 101% of member contributions in refund option if deceased member had 20+ years of service or is over age 65.

HEART ACT – Heroes Earnings Assistance and Relief Tax

- ✓ Death Benefits are calculated as if the member had been employed during the qualified military service when the death occurred.
- ✓ School must remit both the employer and member contributions.

Attachment of Benefits

- ✓ Benefits may be awarded to victims.
- ✓ Member must be convicted of or pleads no contest to certain felonies.
- ✓ Benefits cannot be attached prior to distribution to the member.


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